PERSONNEL ADMINISTRATION TRAINING and EDUCATIONCENTER of EXCELLENCE

09/09/16

MISSION

Personnel Administration School is responsible for providing basic, intermediate and advanced resident formal school instruction for Marines of Military Occupational Field 01.

COMMANDING OFFICER
LtCol Ann Crittenden

EXECUTIVE OFFICER
Capt Steve Gill

ACADEMIC OFFICER
Capt Tiffany Goodall

FIRST SERGEANT
1stSgt Rosemary Ramirez

OIC CAREER LEVEL INSTRUCTION
CWO5 Mike Joye

OIC ENTRY LEVEL INSTRUCTION
CWO2 Todd Croft

SENIOR INSTRUCTOR
MGySgt William Kampa

DSN 750-0933
COMM (910) 450-0933
www.lejeune.usmc.mil/mccsss/pals

COURSES OF INSTRUCTION

ENTRY LEVEL

Administrative Clerk Course (ACC)
Personnel Clerk Course (PCC)

CAREER LEVEL

Adjutant Course (ADJ)
Personnel Officer Course (POC)
Advanced Personnel Administration Course (APAC)
Intermediate Personnel Admin Course (IPAC)
Reserve Administration Course (RAC)

PA School Initiatives

PA School Initiatives

- Center Of Excellence
- PAC Mgt Course
- Adj Career Course
- MTTs’ -RAC D/L
- DIHMRS
- Career Road Map
- Career Video

Personnel Administration Training and Education Center of Excellence (PATECOE)

- Develop ITSs'/T&R Manuals
- Develop Career Course for Adj/Perso
- Training Continuum for 01XX
- Develop POI/CDD

External Evaluation:

- *Mobile Training Teams (MTT)s*

- Future means: Internet/E-Mail

Distance Learning:

- Creation of a Distance Learning product for Reserve Administration Course
- Internet and CDROM based
- Reach larger percentage of target audience – currently only 1%
- Coordination with: Ground Training Branch, College of Continuing Education (CCE), and PAS
- Contractors and CCE personnel met with PA Staff to initiate Front End Analysis (Estimated to be completed by 24 Oct 2003)

DIMHRS

- Defense Integrated Military Human Resources System (DIMHRS)

- DOD has begun to facilitate the implementation of DIMHRS; it is designed to facilitate Personnel and Pay throughout “ALL” branches of the military IOT have all on the same system.

-PA School now has a seat at the DIMHRS conferences to:

- Begin planning to “train the trainer”

- Come up with a training support plan to outline the responsibilities of each service.

 - Begin a review to modify the training curriculum to implement instruction at the school houses.

1st Year

MOS

- Complete Recruit Training
- Complete MCT (Test for Military Academic Skills Program (MASP))
- Complete Personnel Clerk Course (PCC) (Receive MASP Training)

PME

- Complete MCI (3420E) Personal Finance
- Complete MCI (0118) Spelling

VOLUNTARY EDUCATION

- Test out of MASP (If required)
- Computer Class (Microsoft Applications)

DUTY

- Personnel Administration Center (PAC)

SPECIAL DUTY

- Not recommended until the rank of Corporal

2nd Year

MOS

- MOJT as required per the Individual Training Standards Manual

PME

- Complete MCI (033N) Fundamentals of Marine Corps Leadership
- Complete MCI (0131H) Correspondence Procedures

VOLUNTARY EDUCATION

- MAT 115 Mathematical Models
- BUS 110 Intro to Business
- OST 223 Machine Transcription I

DUTY

- Personnel Administration Center

SPECIAL DUTY

- Not recommended until the rank of Corporal

0121-0193 Road Map

2nd Year

MOS

- MOJT as required per the Individual Training Standards Manual

PME

- Complete MCI (033N) Fundamentals of Marine Corps Leadership
- Complete MCI (0131H) Correspondence Procedures

VOLUNTARY EDUCATION

- Currently there is no apprenticeship program available. College courses that are MOS related and can be used for the following degree, A.A.S. Office Systems Technology Certification at Coastal Carolina Community College.
- The following college courses are recommended at Coastal Carolina Community College:
  - MAT 115 Mathematical Models
  - BUS 110 Intro to Business
  - OST 223 Machine Transcription I

DUTY

- Personnel Administration Center

SPECIAL DUTY

0121-0193 Road Map

USMC ADMINISTRATION VIDEO

PA School, with assistance from the IMC, procured funding to produce a video that is an introduction to Marine Corps Administration

- $60K through the Joint Visual Information Activity (JVIA)

- Will provide an overview of the 01 Occupational Field and its' impact on the Marine Corps

- Currently in the pre-production stages

- Production will be contracted out by the JVIA with the CO PA School being the overall producer

WEB Page: Ongoing

- *Check-in information*
- *Class outlines*
- *Command POCs'*
- *Roadmaps*

http://www.lejeune.usmc.mil/[illegible]

Resource Management

- 5 Officers’ 100%
- 38 SNCO’s 66%
- Throughput: 1100 0151s’
- 800 0121s’
- 400 Career
- ??? Civilian

Questions